
**SUPERIOR COURT OF CALIFORNIA
COUNTY OF SAN BERNARDINO**

invites your interest in the position of

Court Financial Officer



About the Court:

The Superior Court of California, County of San Bernardino holds jurisdiction over the largest county in the United States, geographically, covering over 20,000 miles and serving more than two (2) million people. The county has three distinct geographical areas: desert, valley and mountains. Each geographical area is home to one or more Court Districts.

The court has 71 judges and 13 subordinate judicial officers who hear court proceedings in 17 locations: Barstow, Big Bear, Chino, Colton, Fontana, Joshua Tree, Needles, two sites in Rancho Cucamonga, Redlands, six sites in San Bernardino, and Victorville. Approximately 1,000 employees service the needs of the Court by providing operational, administrative and clerical support.



In addition, there are operational sites in San Bernardino: the Appeals and Appellate Division, Court Executive Office & Administrative Services, Court Records Center, and the Court Compliance Division.

About the Community:



San Bernardino County is the largest county in the contiguous United States. Frequently referred to as the “Inland Empire”, San Bernardino county is located in beautiful Southern California and is one of the fastest growing areas in the country.

Mountain and desert resorts, oak trees, pine trees, and palm trees—all in your backyard. A county which retains its rural feel, yet is minutes from the greater Los Angeles metropolitan area, offers choices for every lifestyle.

The county provides superb outdoor recreational settings for skiing, hiking, biking, camping, golfing and boating; including Lake Arrowhead, Big Bear, and Joshua Tree National Monument. In addition, the County is home to three baseball teams and the California Speedway for sports enthusiasts.

Numerous colleges and universities, including Loma Linda University, California State University at San Bernardino, and the University of Redlands, provide residents with outstanding opportunities for education. Shopping centers, museums and cultural activities are plentiful. The County hosts the annual Route 66 Rendezvous. In addition most of Southern California’s major attractions are within close proximity. All this and affordable housing!

The Position:

The Court Financial Officer plans, directs, organizes and manages the budgetary accounting, fiscal reporting and revenue disbursement functions of the court. The 36 staff members include managerial, supervisory, professional, technical and clerical support staff.

Typical duties of a Court Financial Officer include, but are not limited to:

- * Plans, organizes, directs and manages, directly and/or through subordinate management and supervisory staff, the fiscal operations of the court including accounting, budgeting and financial information systems.
- * Develops, implements and interprets financial policies and procedures, ensures same are in accordance with applicable laws, requirements and professional accounting and reporting practices.
- * Acts as court's liaison regarding budgetary and fiscal matters with the State.
- * Assists executive management, judicial officers and other court management in determining fiscal impact of legislation; provides advice and consultation regarding the court's financial resources, policies and procedures.
- * Directs the preparation of complex studies, projects and reports pertaining to financial planning, budget projections and protection of court assets; oversees the preparation of monthly, quarterly and annual reports.
- * Coordinates auditing processes and acts as the court's liaison with external auditors.
- * Oversees the administration of grant funded programs, including developing reporting systems, ensuring that funding requirements are met and coordinating funding agency audits.
- * Serves on State and local committees and work groups.



The Ideal Candidate:



The successful candidate will have graduated from an accredited college or university with a bachelor's degree in accounting, finance, business administration or public administration. The candidate must have five years of professional experience in fiscal reporting, accounting, and budget administration which include 2 years of managerial experience. A CPA license and experience in a court or criminal justice setting are highly desirable.

Excellent Compensation & Benefits:

The salary range for this position is \$7,493-\$9,594 monthly.

The court provides an excellent benefits package that includes:

- 401 (K) Deferred Compensation match up to 8% of salary.
- Retirement: 7% court paid, plus additional supplemental dollars.
- Cafeteria Benefits for use in the purchase of medical and dental coverage.
- Court paid vision coverage for employee and family.
- Tuition and Membership allowance.
- Court paid Retirement Medical Trust Fund.
- 457 Deferred Compensation plan.
- \$50,000 life Insurance policy.
- Automobile allowance
- Vacation, Sick and Holiday leave.
- Administrative Leave of 80 hours per year.



The Selection Process:

Following an administrative review of each application, supplemental application and resume, only the most qualified candidates will be invited to an oral interview. Top ranked candidates will be interviewed by the Deputy Court Executive Officer. References will be contacted following candidate approval.

If you are interested in this exciting career opportunity, please submit an official court application, Court Financial Officer supplemental application and resume to:

Superior Court of California
San Bernardino County
172 W. Third Street, 2nd Floor
San Bernardino, CA. 92415-0312
Recruitment # 08-017

Application materials can be obtained by phone at (909) 387-6894 or on the internet at www.sbcounty.gov/courts.

Final Filing Date: Open Until Filled
